

Exam Invigilator

Location: St Gabriel's School

Reporting to: Exams Officer

Contract Type: Casual

Salary: Hourly rate plus holiday pay

Hours: By negotiation during key exam periods – first two weeks of the Spring Term (January), mid-April to end of June, and during Entrance Exams in November.

About the Role

We are seeking reliable, calm and professional Exam Invigilators to join our team on a casual basis. As an Invigilator at St Gabriel's, you'll help ensure exams run smoothly, fairly and in line with JCQ regulations.

This role is ideal for someone who is flexible, attentive and takes pride in maintaining high standards. You don't need previous experience, full training and ongoing support will be provided.

Key Responsibilities

- Prepare exam rooms, materials and seating plans before each exam.
- Admit, register and brief candidates under formal exam conditions.
- Distribute papers and supervise candidates throughout the exam, maintaining vigilance and minimising disruption.
- Manage access arrangements and handle candidate queries in line with regulations.
- Record incidents, complete required documentation and respond appropriately to any issues.
- Collect and check exam scripts, dismiss candidates safely and tidy the exam room.
- Return all materials securely to the Exams Officer and take part in debriefs.
- Attend mandatory training and support with additional tasks such as acting as a reader, scribe or supervising clash candidates (training provided).

About You

We are looking for individuals who:

- Are reliable, punctual and flexible during exam periods.
- Have strong communication and interpersonal skills.
- Work well as part of a team.
- Are confident and able to remain calm under pressure.
- Can manage groups of pupils and give clear instructions.
- Have basic IT skills (email, mobile communication).
- Are committed to maintaining confidentiality and following regulations.
- Are willing to develop a strong understanding of JCQ requirements.

How to Apply:

Please complete the school's application form and send this to HR@stgabriels.co.uk

Closing Date: Monday 23 February 2026

Applications are considered as they are received and we may interview suitable candidates before the closing date; therefore, early application is advised.

St Gabriel's School recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome and encourage job applications from people of all backgrounds.

S Gabriel's School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening as part of their application, including checks with past employers and the Disclosure and Barring Service.